

FRANKLIN COUNTY TREASURER'S OFFICE
373 South High Street, 17th Floor
Columbus, Ohio 43215
(614) 525-4449

EMPLOYMENT OPPORTUNITY

JOB TITLE: Delinquent Tax Coordinator
DIVISION: Delinquent Tax Division
REPORTS TO: Supervisor of Delinquent Tax
OFFICE HOURS: Monday - Friday, 8:00 a.m. - 5:00 p.m.
POSTED: Monday, March 16, 2015
DEADLINE: Monday, March 30, 2015

Starting Salary Range (\$13.00 /hour to \$14.00 /hour)

General Description:

Responsible for assisting taxpayers with delinquent tax problems, assisting in the collection of delinquent taxes, and performing duties as required. Additional duties include organizing and analyzing delinquent tax data. This position reports to the Supervisor of the Delinquent Tax Division. This position is an unclassified position and serves at the will of the Treasurer.

Job Specifications:

- Professionally assist property owners with their delinquent tax questions received by telephone, email, faxed documents or in person.
- Negotiate, create, and maintain delinquent tax contracts and provide information for property owners with delinquent taxes.
- Assist the division supervisors and tax lien team with special projects and routine office functions.
- Organize and analyze delinquent tax data for special projects.
- Establish and maintain positive and effective working relationships with the employees included in your department team, management of the Treasurer's office, Prosecutor's office, Auditor's office, Recorder's office and Ohio Department of Taxation, etc.
- Interact with and respond to taxpayers and the general public in a timely, professional manner.
- Maintain and foster a professional and positive work environment for the Division.

Other Duties:

- Develop and outline a weekly tasks schedule for efficiency; prioritize work according to management requests, work schedule, and event timeline.
- Cross train in various delinquent tax areas, including bankruptcy, foreclosure and sheriff sales, reconciliation, personal property, manufactured homes, omitted tax, penalty remissions, and the board of revision.
- Perform other duties as assigned by the Treasurer, Chief Deputy and/or Division Supervisors.

Qualifications and Requirements:

Candidates must have a combination of education, experience, skills and personal characteristics that demonstrate the candidate's ability to perform the duties of the position. Candidates should have at least the following qualifications:

- Ability to perform moderately difficult mathematical computations with speed and accuracy.
- High school diploma required.
- High degree of proficiency with spreadsheet applications, including Excel.
- Strong analytical skills and communication skills.
- Ability to interact effectively with others and ability to establish and maintain effective working relationships with associates, public officials and the general public.
- Strong proficiency in Microsoft Word, Excel, Outlook.
- Knowledge of common office practices, procedures and equipment.
- Ability to prioritize work, work independently without daily direct supervision and manage a variety of projects simultaneously.
- Must have good time-management skills and be highly organized and detail-oriented.
- Excellent interpersonal skills, pleasant personality and ability to interact and maintain effective working relationships with colleagues, other agencies, taxpayers and general public or others conducting business with the Office.
- Professional appearance and demeanor appropriate for the position and the work environment as a representative of the Treasurer.
- Dependability, reliability and excellent attendance record.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership and sound judgment.

Preferred qualifications include:

- The ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language or proficiency in American Sign Language (ASL) is an additional benefit.
- Service in a corporate, non-profit, or other private sector organization that provided an applicant with comparable experiences will be given equal consideration as service in a treasury environment.

Special Requirements:

High volume of phone work. Must have the ability to lift and move mail trays, stand and sit for long periods of time.

Working Conditions:

Typical office environment with minimal travel required.

Benefits:

The Franklin County Treasurer's Office offers an excellent benefits package that includes: health, prescription, vision, dental, and life insurance; generous vacation, sick and personal leave; paid holidays; a deferred compensation program; tuition reimbursement; credit union membership and direct deposit of net pay.

Treasurer employees are members of the Ohio Public Employees Retirement System (OPERS), which provides retirement, disability and survivor benefits for public employees.

Application Process:

All applicants must submit their resume and a cover letter that describes with some specificity how the applicants qualifications match those required for the position. Particular attention should be paid to the areas of management, leadership, supervision and treasury operations.

External applicants must submit an application for employment in addition to their resume and cover letter. Applications are available at

<http://treasurer.franklincountyohio.gov/employment/jobs/view>

or by calling (614) 525-4449.

The Treasurer may decline to consider any applicant who does not submit all required items or whose materials are not submitted by the deadline.

To ensure consideration all application materials should be submitted by **5:00 p.m. Monday, March 30, 2015 online at** <http://treasurer.franklincountyohio.gov/employment/jobs/view> **or to:**

Phyllis Roberts
Human Resources Manager
Franklin County Treasurer's Office
373 South High Street, 17th Floor
Columbus, Ohio 43215

Receipt of applications will be acknowledged by mail, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the Human Resources Manager or any Treasurer employee concerning their application.

As a part of the selection process, a candidate may be required to undergo skills tests that could include writing and other exercises to test the candidates writing ability and understanding of the Treasurer's office and other subjects. Candidates who indicate knowledge of a second language or American Sign Language will be required to demonstrate those skills. The successful applicant may be required to undergo a criminal record check and background investigation.

The Treasurer is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation or disability.